

TAB


6 October 1953

MEMORANDUM FOR: Chief, Plans, Research & Development Staff

SUBJECT: LWOP Cases.

1. The Security Office has requested that it be advised whenever an individual who has been on (extended annual and/or sick leave or leave without pay for three months or more) intends to return to duty. I have agreed the Personnel Office will establish a procedure whereby we place an obligation on an individual departing on such leave to notify the Personnel Office at least thirty days in advance of the date he or she would like to return to duty. When the Personnel Office receives such notice, the Processing and Records Division will notify the Security Office, and in the absence of a security objection, the individual will be returned to duty on the agreed date.

2. Please prepare an appropriate PDM for immediate issuance.

  
Deputy Personnel Director

STATINTL

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO-		INITIALS	DATE
1	C/PRDS	JB	7 Oct
2	[REDACTED]	JF	8 Oct
3			
4			
5			
FROM-		INITIALS	DATE
1	D. P. D.	[Signature]	10-6-53
2			
3			

☐ APPROVAL    ☐ INFORMATION    ☐ SIGNATURE  
☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☐ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

Remarks: Suspense (PRDS) 19 Oct COB  
 2 & 3. Will a PDM do- or should there  
 also be a notice to inform employees  
 of their obligations in this respect. Don't think  
 we need the letter if we are sure that PO will

STATINTL